



Code: 0693

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: REPROGRAPHICS TECHNICIAN II

CHARACTERISTICS OF THE CLASS

Under supervision, performs at the fully functional level, operates and maintains high volume, high speed photocopier equipment and bindery devices to prepare, print, and finish materials, and performs related duties as required

ESSENTIAL DUTIES

- Operates high volume, high speed photocopier equipment to produce a variety of print materials with various paper requirements (e.g., pamphlets, books, manuals, signs)
- Uses print production software to enter codes and set up print jobs to meet specifications (e.g., number of copies, paper size and weight, bindery requirements)
- Runs standard jobs and checks printed materials to ensure original copy integrity and image quality
- Monitors jobs during production to ensure image quality
- Sets and adjusts controls and operates large scale bindery devices (e.g., cutters, collators, saddle-stitch booklet-maker, folding machine, drill press) to finish documents
- Loads paper trays, changes toner, and performs basic maintenance functions to ensure optimum performance of photocopier equipment and bindery devices
- Packages and boxes finished documents and makes ready for pick up
- Unloads deliveries and maintains an inventory of paper stock, toner, ink, developer, and finishing supplies
- Prepares productivity work reports
- Uses personal computers, scanner equipment, and Adobe suite software to review documents in the pre-print stage to ensure documents are in appropriate PDF file format and print ready

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of work experience in operating high volume, high speed photocopier equipment and bindery devices in a reprographics/production center environment; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Reprographics/photocopier high volume production environment
- Exposure to fumes, dust and loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Large scale bindery devices, laminator
- High volume, high speed photocopiers

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 30 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to operate high speed photocopier and large scale bindery equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- publication design and printing
- *high volume, high speed photocopier equipment and large scale bindery devices

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Reprographics Technician class series

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- OPERATION AND CONTROL - Control operations of equipment or systems
- OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

Other skills as required for successful performance in the Reprographics Technician class series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Reprographics Technician class series

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Reprographics Technician class series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: June, 2010